

# Blessed Carlo Acutis Catholic School

## Ysgol Gatholig Bendigaid Carlo Acutis



## Charging Policy

Ratification date:	June 2024
Review Date:	June 2026
Staff member responsible for writing, reviewing & updating	Mrs S J Hopkins
Person responsible for monitoring & implementation of the policy	Mrs S J Hopkins

## **Ministry**

At Blessed Carlo Acutis Catholic School our ministry is to 'proclaim the good news to the poor' (Luke 4:18) and to 'go make disciples of all nations' (Matthew 28:19) in preparing our learners to live out the reality of the kingdom of God and to do so faithfully. Through our daily encounters with one another not only will we fulfill our educational purpose but will enable our young people to become more Christ like, to be enactors of the love of God and to live out the Gospel through their lives.

## **Aims**

Our aim is to expose all learners to a curriculum which enables them to increase knowledge, deepen understanding, refine skills, transfer learning and develop as life-long learners. (Progression Code, WG, 2021) In order to realise this ambition we will ensure that our approach to assessment provides all learners with opportunities to demonstrate progress by providing them with a high level of challenge and aspiration coupled with the appropriate level of support in order for learners to reach their God-given potential.

## **Purpose of Policy**

The purpose of this policy is to set out what charges can and cannot be made for activities in Blessed Carlo Acutis Catholic School. The policy has been drawn up in accordance with Sections 449462 of The Education Act 1996 which sets out the law regarding what charges can and cannot be made for activities in schools maintained by local authorities.

## **United Nations Convention On The Rights Of The Child**

As a school that respects the rights of the children and adults in our school family, community and beyond, we aim for each school policy to adhere to articles from UNICEF's Convention on the Rights of the Child (UNCRC).

In this policy, we are working towards the following articles:

- Article 2 - We have the right to be treated fairly
- Article 3 and 28 - We have the right to an education
- Articles 12, 17 and 36 - We have the right to be heard, kept safe and given reliable information
- Articles 13, 14 and 30 - We have the right to express ourselves, think and believe what we want
- Articles 17, 23, 27, 33 and 34 - We have the right to reliable information, play an active part in the community and a good standard of living

## **Circumstances where no charge is made**

No charge will be made for:

### **Education in School**

- Education provided wholly or mainly during school hours.
- Admission to school for learners of compulsory school age.
- Activities which are part of the National Curriculum, or are part of a prescribed examination syllabus, or part of Religious Education.
- The supply of any materials, books and instruments or other equipment.

### **Transport**

- Transporting registered learners to or from the school premises, where the local authority has a statutory obligation to provide transport.
- Transporting registered learners to other premises where the governing body or local authority has arranged for learners to be educated.
- Transport that enables a learner to meet an examination requirement when he has been prepared for that examination at the school.
- Transport provided in connection with an educational visit which is part of the School Curriculum.

### **Residential visits**

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the learner is being prepared for at the school, or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying learners on a residential visit.

### **Music tuition**

- Learners learning to play musical instruments as part of the National Curriculum; or part of a syllabus for a prescribed public examination that the learner is being prepared for by the school, or part of religious education; or
- Cost associated with preparing a learner for an examination.

### **Examination fees**

- Entry for a prescribed public examination if the learner has been prepared for it at the school or for examination re-sit if the learner is being prepared for the re-sits at the school.

### **Circumstances where the School may charge Parents**

## Optional Extras

Charges may be made for other activities known as 'optional extras'. Where an optional extra is being provided, a charge may be made for providing materials, books, instruments, or equipment as follows:

### Education

- Activities which take place mainly or wholly out of school time if they are not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the learners being prepared for at the school and not part of religious education.
- Materials used in practical subjects and project assignments provided parents have agreed in advance that they or the learner wish to keep the finished product e.g. ingredients or materials.

### Music tuition

- Musical instrument tuition provided to individual learners or to a group of not more than four learners if the teaching of music tuition is not part of the National Curriculum or a public examination syllabus being followed by the learner.

### Transport

- Transport that is not required to take the learner to school or to other premises where the governing body have arranged for the learner to be provided with education.

### Examination Fees

- The examination is on the set list, but the learner was not prepared for it at the school.
- The examination is not on the set list, but the school arranges for the learner to take it.
- A learner fails, without good reason, to complete the requirements of any public examination where the governing body or LA originally paid or agreed to pay the entry fee.

### Board and Lodgings

- The cost of board and lodging for residential trips, even when taking place largely during school time. (Learners whose parents are in receipt of certain benefits are exempt from paying the cost of board and lodging, see page 4).

## Voluntary Contributions

Although schools cannot charge for school time activities, voluntary contributions may be sought from parents for activities which supplement the normal school curriculum.

Requests to parents for voluntary contributions will state that:

- there is no legal obligation to make a voluntary contribution;
- learners will not be excluded through parents' inability or unwillingness to pay;
- learners of parents who cannot contribute will not be treated any differently; and
- where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity will be cancelled.

Requests made for voluntary contributions made in respect of individual learners must not include any element of subsidy for any other learners wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

## Remissions

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging of a residential trip:

- Income Support.
- Income Based Jobseeker's Allowance.
- In receipt of any other benefit or allowance, or entitled to any tax credit under the Tax Credits Act 2002 or element of such a tax credit, as may be prescribed by regulations from time to time for any period wholly or partly comprised in the time spent on the trip. Currently the following are prescribed:
  - support under Part 6 of the Immigration and Asylum Act 1999; or Learner Tax Credit,
  - providing Working Tax Credit is not also received and the family's income
  - (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (for 2011/12) (i.e. learners who are eligible to receive free school meals; or Income Related Employment and Support Allowance.
- Guarantee element of the State Pension Credit.

The governing body may wish to remit in full or in part, the cost of other activities for parents in certain circumstances.

### **Supplementary Information**

Uniform, P.E. Kit, Calculators, Pens etc. Aprons

Parents can be invited to equip their learner with items of personal equipment intended to be used solely by their child.

### **Breakages and Damages**

Where a learner's behaviour results in damage to school property or equipment, parents may be asked to pay for the necessary repair or replacement. Each incident should be dealt with on its own merit and at the schools discretion.

## Sample Letters

### Sample letter [1] Voluntary donation for Trip/Visit/Practical Activity

Dear Parents,

**[learner's name/year/subject]**

The school is organising a **[Trip/Visit/Practical Activity]** to **[place]** on **[date(s)]**. Activities such as this are beneficial because they give learners experiences they may not otherwise have. All contributions are voluntary and the proposed activity may not take place unless a substantial majority of parents contribute. If a **[Trip/Visit/Practical Activity]** goes ahead, it may include children whose parents have not paid any contribution. We do not treat these learners differently from any others. Parents have a right to know how each trip is funded and the school provides this information on request. Your contribution will cover **[specify: meals (breakfast, packed lunch, and evening meal), insurance, transport and equipment costs]**. To make your contribution please complete the reply slip below and return it with your donation in an envelope marked with your learner's name, form and 'school donation' to the school office by **[date]**. Cheques should be made payable to **[name]**.

Thank you very much for your support.

Yours sincerely  
**[name]**

#### Reply Slip

Please return to school office

**[Trip/Visit/Practical Activity]** donation

Learner's name: \_\_\_\_\_

Class/form: \_\_\_\_\_

I enclose

Please tick one of the following cheque

cash

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

£

**Sample letter [2] Payment for Optional Extra [Information on optional extras can be found on page 3 of the Guidance].**

Dear Parents,

**[learner's name/year/subject]**

The school is organising a **[Trip/Visit/Practical Activity]** to **[place]** on **[date(s)]**. Activities such as this are beneficial because they give learners experiences they may not otherwise have.

The cost of this **[Trip/Visit/Practical Activity]** per learner is **[amount]**.

This will cover **[specify: accommodation, meals (breakfast, packed lunch, and evening meal), insurance, transport and equipment costs]**.

The school is not in a position to subsidise this visit, or to offer remission of charges, therefore a payment from each learner wishing to attend will be required. Please note that if not enough interest is shown it may have to be cancelled.

To make your payment please complete the reply slip below and return it with your payment in an envelope marked with your learner's name, form and name of 'trip/visit/practical activity' to the school office by **[date]**. Cheques should be made payable to **[name]**. Thank you very much for your support.

Yours sincerely

**[name]**

**Reply Slip**

Please return to school office

**[Optional Extra] Payment for [trip/visit/practical activity]**

Learner's name: \_\_\_\_\_

Class/form: \_\_\_\_\_

I enclose

Please tick one of the following cheque

cash

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

£



## Sample letter [3] Residential Trips

Dear Parents,

**[learner's name/year/subject]**

The school is organising a Residential Trip to **[place]** on **[date(s)]**.

Activities such as this are beneficial because they give learners experiences they may not otherwise have. No charge is being made for the activity or travel; however there is a charge of **[amount]** to cover the costs of board and lodging. To make your payment please complete the remittance slip below and return it with your payment in an envelope marked with your learner's name, form and name of residential trip to the school office by **[date]**. Cheques should be made payable to **[name]**.

We do not ask parents who receive the following benefits to make a payment **[insert list of benefits]**. If you receive any of these, please complete the attached exemption slip and return it in an envelope marked with your learner's name and form to the school office by **[date]**. Thank you very much for your support.

Yours sincerely

**[name]**

### Remittance Slip

Please return to school office

**[Name of residential trip]**

Learner's name: \_\_\_\_\_

Class/form: \_\_\_\_\_

I enclose

Please tick one of the following cheque

cash

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

£

### Exemption Slip

Please return to the school office

**Application for remission of charges for board and lodging on [Name of residential trip]**

Learner's name: \_\_\_\_\_

Class/form: \_\_\_\_\_

I am in receipt of the following benefit/s:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_